

ASSISTANT CITY ENGINEER

NATURE OF WORK

This is responsible professional engineering, administrative and supervisory work in the overall design, program development, construction, operation and maintenance of various public works and utilities projects, facilities and programs.

Work involves assisting the City Engineer in the overall management, administration and operation of a portion of the Engineering Services Division; and supervising and providing professional engineering services in connection with planning, organizing, directing and coordinating activities involving municipal streets, sidewalks, storm sewers, water production and distribution and wastewater collection and treatment facilities. Work also involves reviewing plans and specifications for construction projects, including the responsibility for resolving technical engineering problems; and insuring the efficient and economical development, construction operation and maintenance of a wide variety of municipal public works and utilities projects. Work is performed according to general instructions from the City Engineer and the Department Head, but the employee has considerable latitude in initiating project procedures and methods for completing assignments. Work is reviewed through conferences, evaluation of reports and results achieved. Supervision is exercised over professional and para-professional engineering personnel engaged in engineering design, construction and maintenance of extensive public works and utilities projects. Supervision is exercised over the following Engineering Services sections: Design Engineering, Construction Engineering, and Street Maintenance Operations.

EXAMPLES OF WORK PERFORMED

Supervises subordinate professional and para-professional staff engaged in the design and construction of various public works and utilities projects, facilities and programs; assists City Engineer in overall management, administration and operation of the Engineering Services Division.

Assists in the development of a comprehensive public works improvement program in conjunction with the City Engineer.

Reviews and recommends construction plans and bids, consultant agreements, change orders for federal aid projects and federal aid agreements; supervises the preparation of budgets and reports for Design Engineering, Construction Engineering, and Street Maintenance Operations.

Represents the municipal government in conferring with other governmental jurisdictions, private firms, and the general public concerning public works and utilities projects.

Prepares cost estimates for a variety of projects including street improvements, storm sewer construction, as well as water main and sanitary sewer extensions.

Confers with and advises Section Heads on problems relating to the design, construction operation and maintenance of streets, storm sewers, wastewater mains, water mains and other similar construction.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of administration as applied to the design, construction and maintenance of public works and utilities projects and facilities.

Thorough knowledge of the principles and practices of civil engineering as they relate to public works and utilities engineering projects.

Thorough knowledge of materials, methods and techniques utilized in the construction, maintenance and operation of public works and utilities projects.

Thorough knowledge of the principles and practices of public administration.

Ability to organize and coordinate the activities of Design Engineering, Construction Engineering and Street Maintenance Operations Sections.

Ability to establish and maintain effective working relationships with City officials, other governmental organizations, employees and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in civil engineering and thorough experience in the practice of municipal civil engineering including managerial responsibility for planning and directing major aspects of public works and utilities engineering projects.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in civil engineering plus considerable experience in the practice of civil engineering in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Registration as a Professional Engineer. If registered in another state, must obtain State of Nebraska registration within six months of appointment.

Approved: _____
Department Head

Personnel Director

6/2002

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